



Rock County Human Services Department  
P. O. Box 1649, 3530 N. County Trunk F  
Janesville, Wisconsin 53547-1649  
Phone: 608/757-5271  
Fax: 608/757-5374

## ROCK COUNTY HUMAN SERVICES BOARD

Wednesday, October 10, 2012 – 4:30 p.m.

Rock County Health Care Center – 3<sup>rd</sup> Floor Conference Room, Janesville

### AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of September 26, 2012 \*
4. Citizen Participation
5. Approval of Contracts, Transfers, and/or Encumbrances \* – Ms. Mooren
6. Approval of Bills – Mr. Zuehlke
7. Resolution Awarding Contract for Crisis Stabilization Services \* – Mr. Boutwell
8. Report on Food Share Fraud – Ms. Blackcoon
9. Director's Report \*
  - W2 / ES Caseload – W-2 Transition
10. Committee Requests for Future Agenda Items
11. Next Meeting: Wednesday October 24, 2012 at 4:30 p.m. at the Rock County Health Care Center, 3<sup>rd</sup> Floor Conference Room, in Janesville, Wisconsin.
12. Adjourn

NOTE TO COMMITTEE MEMBERS: To ensure a quorum, please call the Administrative Secretary at 757-5271 if you are unable to attend the meeting.

\* Attachment    \*\* These items may be handed out at the meeting if not available for the mailing.

In 9/2012

### Contract Review Cover Sheet

Instructions: Departments are required to complete this form and send with two copies of the contract to General Services. Review the County Policy and Procedure Manual for specifics on the Contract Review Process.

HSD\_2012\_0110\_A1

New Contract:  or, 12-110 (SS-1485) or, \_\_\_\_\_  
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x 8431  
Originating Department Contact Person Phone

Contract with: Children's Service Society of Wisconsin/Exchange Family Resource Center  
(Name of entity)

Contract Period: Start Date: 10/1/2011 Expiration Date: 12/31/2012

Contract Amount: \$136,656

Expenditure/ Revenue Account Numbers 36-3637-0000-62119 Child Protective Services - Home Visiting  
(provide 9-digit object codes):

Executive Summary: CSSW/Ex Family RC will provide Assessment and Home Visitation Services to 20 families using funds provided by the State of Wisconsin, Dept. of Children and Families for Comprehensive Home Visitation Services. This amendment increases the contract amount \$38,811 and extends the contract period through the end of 2012.

Were Bids or Quotations Solicited?  Yes  No  
Covered by State Contract?  Yes  No

State Contract #

Contract will be signed by:  County Board Chair  
 Other? Who? Chair, Human Services Board



In 9/20/12

## Contract Review Cover Sheet

Instructions: Departments are required to complete this form and send with two copies of the contract to General Services. Review the County Policy and Procedure Manual for specifics on the Contract Review Process.

HSD\_2012\_0111\_A1

New Contract:  or, 12-111 (SS-1481) or, \_\_\_\_\_  
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x 8431  
Originating Department Contact Person Phone

Contract with: King Consulting, LLC  
(Name of entity)

Contract Period: Start Date: 10/1/2011 Expiration Date: 12/31/2012

Contract Amount: \$44,400

Expenditure/ Revenue Account Numbers 36-3637-0000-62119 Child Protective Services - Home Visiting  
(provide 9-digit object codes):

Executive Summary: King Consulting provides various consultation and support services to Rock County's Comprehensive Home Visitation Services project - funded through a grant from WI DCF.

This amendment increases the contract amount \$21,900 and extends the contract period though the end of 2012.

Were Bids or Quotations Solicited?  Yes  No

Covered by State Contract?  Yes  No

State Contract #

Contract will be signed by:  County Board Chair  
 Other? Who? Chair, Human Services Board

In 9/20/12

# Contract Review Cover Sheet

Instructions: Departments are required to complete this form and send with two copies of the contract to General Services. Review the County Policy and Procedure Manual for specifics on the Contract Review Process.

HSD\_2012\_0048\_A1

New Contract:  or, HSD\_2012\_0048 (SS1675) or, \_\_\_\_\_  
(check box if yes) Amendment to Contract # Addendum to Contract #

Human Services Department Sara Mooren x 8431  
Originating Department Contact Person Phone

Contract with: Rock County Advocacy Services  
(Name of entity)

Contract Period: Start Date: 8/1/2012 Expiration Date: 12/31/2012

Contract Amount: Rate x number of approved clients

Service	Rate	Unit
Guardianship	\$150.00	Month

Expenditure/ Revenue Account Numbers (provide 9-digit object codes):

36-3666-0000-64604	Long Term Support
36-3668-0000-64604	Community Options Program (COP)
36-3674-0000-64604	COP Waiver
36-3675-0000-64604	Community Relocation Initiative
36-3678-0000-64604	Community Integration Program (CIP II)
36-3706-0000-64604	Community Support Program (CSP)

Executive Summary: The purpose of this amendment is to add Guardianship Services to the realm of supportive homecare services administered by the provider.

Were Bids or Quotations Solicited?  Yes  No

Covered by State Contract?  Yes  No

State Contract # \_\_\_\_\_

Contract will be signed by:  County Board Chair  
 Other? Who? Human Services Board Chair

### Contract Review Cover Sheet

Instructions: Departments are required to complete this form and send with two copies of the contract to General Services. Review the County Policy and Procedure Manual for specifics on the Contract Review Process.

HSD\_2012\_0113\_A1

New Contract: (check box if yes) or, 12-113 (SS-1483) Amendment to Contract # or, \_\_\_\_\_ Addendum to Contract #

Human Services Department Sara Mooren x 8431  
Originating Department Contact Person Phone

Contract with: (Name of entity) Rock-Walworth County Comprehensive Family Services, Inc.

Contract Period: Start Date: 10/1/2011 Expiration Date: 12/31/2012

Contract Amount: \$57,468

Expenditure/ Revenue Account Numbers (provide 9-digit object codes): 36-3637-0000-62119 Child Protective Services - Home Visiting

Executive Summary: Rock -Walworth Comprehensive Family Services (Early Head Start) will provide Home Visitation services to 15 families using funds provided by the State of Wisconsin, Dept. of Children and Families for Comprehensive Home Visitation Services. This amendment extends the contract period through the end of 2012.

Were Bids or Quotations Solicited?  Yes  No

Covered by State Contract?  Yes  No

State Contract #

Contract will be signed by:  County Board Chair  Other? Who? Chair, Human Services Board



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board  
INITIATED BY

Human Services Board  
SUBMITTED BY



Phil Boutwell  
HSD Deputy Director  
DRAFTED BY

October 1, 2012  
DATE DRAFTED

Awarding Contract for Crisis Stabilization Services

- 1 **WHEREAS**, funds have been incorporated into the 2013 Human Services Budget to contract with a  
2 private firm for Crisis Stabilization services; and,  
3  
4 **WHEREAS**, Rock County requested sealed proposals from qualified vendors to provide short term  
5 residential crisis stabilization services in a community based residential facility for individuals with  
6 mental health or co-occurring conditions (Mental Health and AODA), with two vendors responding; and,  
7  
8 **WHEREAS**, the request for proposals required respondents to submit a proposal to operate services in  
9 the current 12-bed facility known as Jackson House located at 1936 North Washington Street in  
10 Janesville (Facility Option A), and gave respondents the option to submit a proposal for an alternative  
11 facility with a capacity of 12 to 15 beds (Facility Option B); and,  
12  
13 **WHEREAS**, the request for proposals required respondents to submit a psychiatric care option for each  
14 facility option that kept Rock County HSD as the provider of psychiatry and prescriber of stock medicines  
15 (Psychiatric Care Option A), or required the respondents to submit a proposal that would make them the  
16 provider of turnkey psychiatry and prescriber services (Psychiatric Care Option B); and,  
17  
18 **WHEREAS**, the Proposals were reviewed by a three member panel and evaluated on four broad criteria  
19 consisting of the (1) general quality and adequacy of the response, (2) provider qualifications and  
20 experience, (3) operational qualifications, and (4) proposal cost with the recommendation to enter into a  
21 contract with Rock Valley Community Programs of Janesville, Wisconsin.  
22  
23 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors, duly assembled  
24 this \_\_\_\_\_ day of \_\_\_\_\_, 2012, that a contract for residential crisis stabilization services  
25 commencing January 1, 2013, be awarded to Rock Valley Community Programs of Janesville, Wisconsin  
26 in the amount of \$835, 929 based on the terms and conditions set forth in the contract; and,  
27  
28 **BE IT FURTHER RESOLVED** that it be a three year contract with an option for three, one-year annual  
29 extensions upon the approval of the Human Services Board.



Respectfully submitted,

HUMAN SERVICES BOARD

PURCHASING PROCEDURAL ENDORSEMENT

\_\_\_\_\_  
Brian Knudson, Chair

Reviewed and approved on a vote of \_\_\_\_\_.

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice-Chair

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
William Grahn

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Phillip Owens

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Marvin Wopat

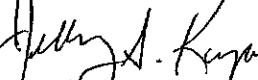
FISCAL NOTE:

Sufficient funding has been included in the Human Services Department's proposed 2013 budget to cover the cost of this contract.

  
Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

## Executive Summary

Wisconsin counties have the statutory responsibility to make civil commitments for those who are undergoing acute psychiatric events. Those placements may be in state mental health institutes or a stay on a locked unit in a hospital. They last until the individual is stable enough to be released back into the community. Counties are also required to pay for the commitments of individuals who lack financial resources or insurance. The stays are very expensive and can range from \$900 to \$1,600 per day based on the setting. The 2013 Human Services Department budget requests includes \$3.4 million to pay for placements in hospitals and state institutes.

A crisis stabilization facility offers a lower cost treatment buffer between the hospital or institutional placement and the community. For example, someone who present signs to the county's mental health clinicians or the crisis intervention staff that he/she needs close monitoring on a continuous basis to prevent an acute episodic event but is not in need of a hospital level of care, may be placed in the crisis stabilization facility. The crisis stabilization facility is also a "step-down" discharge option for someone in the hospital or state institution who requires additional support before returning home. The Human Services Department uses its crisis stabilization facility to shorten stays in hospitals and state institutions as well as lessen the likelihood that an individual discharged to the community has a quick relapse. In summary, a crisis stabilization facility increases treatment options and reduces total costs to the county.

Rock County was one of the first counties in the state to operate a crisis stabilization facility. It was opened 10 years ago, and was an 8-bed facility known as Jackson House, because it was located on Jackson Street in Janesville. The County entered a contract with Tellurian, a private contractor, to staff and operate the facility as a community based residential facility (CBRF). It did not take long to reach capacity issues because 8 beds were inadequate given the size of the population that could be served by the Jackson House. In late 2008, Jackson House moved to a 12-bed facility located at 1936 North Washington Street in Janesville and the County entered a new contract with Tellurian to operate the facility. The contract and lease for the facility expire on December 31, 2012.

Rock County issued a Request for Proposal (RFP) in July 2012 for Crisis Stabilization Services. The RFP gave vendors the option of operating out of the 12-bed facility currently located at 1936 North Washington Street, or finding a new location to operate a 12 to 15-bed facility. Those are the facility options A and B described in the resolution. In addition, vendors were required to give psychiatric care options for each facility option. Those psychiatric care options were basically the status quo where the County provides the psychiatric services and psychotropic medications, or it is a turn-key operation with the vendor providing every aspect of the service.

Two vendors responded with proposals. Those vendors are Tellurian UCAN, Inc. out of Madison, and Rock Valley Community Programs (RVCP) out of Janesville. The RVCP turnkey proposal was selected because it offers better clinical services at a lower cost. The Jackson House will be moved to the RVCP campus located on Sunny Lane in the Town of Rock.

ROCK COUNTY, WISCONSIN  
 FINANCE DIRECTOR

PURCHASING DIVISION  
 FAX (608) 757-5539  
 PHONE (608) 757-5517



PROJECT NUMBER #2013-01  
 PROJECT NAME CRISIS STABILIZATION FACILITY IN ROCK COUNTY  
 BID DUE DATE AUGUST 22, 2012 – 12:00 NOON  
 DEPARTMENT HUMAN SERVICES

	ROCK VALLEY JANESVILLE WI	TELLURIAN MADISON WI
RATER 1	91	79
RATER 2	90	87
RATER 3	85	63
TOTAL SCORE	266	229
2013 COST	\$835,928.64	\$898,959.00
DESCRIPTION	15 BEDS AT ROCK VALLEY FACILITY	12 BEDS AT WASHINGTON STREET LOCATION

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Twelve additional agencies were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ROCK VALLEY COMMUNITY PROGRAMS

*Charmian J. Hyde* *Aug 1, 2012*  
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR VOTE DATE

**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
DIRECTOR'S REPORT  
Wednesday, October 10, 2012**

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**HSD MANAGEMENT TEAM MEETING – September 25, 2012**  
Meeting Cancelled.

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**HSD MANAGEMENT TEAM MEETING – October 2, 2012**  
Meeting Cancelled.

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